

# Monitoring Virginia's 21st CCLC Programs

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**Judy Faris, Ed.D.**

**Senior Research Associate**

**Center for Research in Educational Policy**

**The University of Memphis**

# Why Monitor?

- **Federal Government mandate**
- **Continuous improvement**
- **Early identification of successful practices**
- **Opportunity to share experiences**
- **Identification of needs for technical assistance**

# Forms of Monitoring

- Site visits
  - Interviews
  - Observations
- Phone interviews
- Surveys of participants and other stakeholders
- Monthly/Quarterly reports
- Online reporting by grantee

# Virginia's 21<sup>st</sup> CCLC Monitoring Tool

- Easy to complete
- One-time completion
- Collection of valuable information
- Requests quantitative and qualitative data
- Useful as an operating guide

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## Grantee Monitoring Document

School Name: A. P. Hill Elementary School

Observer Name: Grantee Name Here

City: Petersburg

Observation Date:  \* (MMM dd, yyyy)

State: VA

Today's Date: Apr 27, 2007

**INSTRUCTIONS:** As the recipient of federal funds for 21st CCLC, the VDOE is responsible for monitoring its grantees' activities and compliance with program requirements.

The purpose of this form is to help identify the strengths and challenges of your program and to identify areas where technical assistance from the state may be helpful to enhance the achievement of objectives you described in your grant proposal.

### Operational Information: (Note: Your responses will be listed verbatim in the report.)

1. First Day of Operation

2. Number of Hours Per Day of Services

3. Total Number of Hours Per Week of Services

### Summer Program

1. Was a Summer Program Operated?

- ☐ Yes  
☐ No

### Summer Program Dates (Note: Your responses will be listed verbatim in the report.)

1. Please indicate the Dates of Summer Program Operation  
(\_\_\_\_ through \_\_\_\_)

### Financial Management

1. Have reimbursements been submitted and claimed during each quarter in which program expenses occurred?

- ☐ Yes  
☐ No

# Identifying Information

- School Division/Community-based organization
- School served
- Person completing tool
- Date
- School year of operation

# Operating Information

- First day of operation
- Hours per day
- Hours per week
- Dates documents submitted
- Summer program information

# Other Requirements

## Financial Management

1. Reimbursements submitted and claimed?
2. Last request \_\_\_\_\_

## Program Quality Self-Assessment for Continuous Improvement Planning Tool

1. Completed?
2. Date \_\_\_\_\_



# Program Implementation

- Participation Information
  - Actual Enrollment (figure and range)
  - Average Daily Attendance (figure and range)

# Program Implementation

- Program Design
  - Any changes?
  - Request for approval?
  - Description of changes if they have not yet been approved and reasons for changes
- Staff to Student Ratio

# Program Description

- Strongest aspects of program
- Proportion of program time devoted to each objective (actual percentage and range)
- Popular adult activities
- Reading or English improvement strategies
- Mathematics improvement strategies

# Program Description

- Strategies to communicate with classroom teachers
  - Type
  - Frequency
- Challenges in fully implementing program
  - Type
  - Degree of challenge (not, somewhat, major)

# Partners

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- Contributions
  - Type
  - Extent

# Success

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- Describe the biggest success within the program
  - Activity
  - Partner
  - Communication with teachers, parents
  - Other

# Questions or Concerns

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- State Department of Education can be alerted to concerns or questions.
- State Department of Education can provide answers as well as offer technical assistance, as appropriate.

# Your Input

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Questions and comments?



# Exercise

- Strategies for meeting a challenge
- List each challenge
- Identify strategies that help address that challenge